

Interview Questions:

| Subject | Don't Ask | Ask |
|----------------------------|---|---|
| Military Service | General questions regarding military service such as dates and type of discharge. A DD-214 provides the necessary information for applicants needing to prove Veteran's status. | Questions regarding relevant skills acquired during military service. |
| Work Schedule | Willingness to work any particular religious holiday. | Willingness to work required work schedules. |
| Family | Marital status; number of children; if pregnant or planning a family; child care arrangements. | "Do you have any responsibilities that conflict with the job attendance or travel requirements?" |
| Education | School connections to specific racial, ancestral, national, or religious groups; if received financial aid. | Degree earned; training completed related to job; educational accomplishments. |
| Citizenship | Applicant's country of citizenship; if applicant is a U.S. citizen. | If applicant can work legally in the U.S. Fluency in any other languages only if it relates to the job. |
| Memberships | Non-work related organizations, such as religious or ethnic groups. | Professional associations, trade groups, or Unions. |
| Arrests | Any questions relating to arrests. | None (arrests are not convictions and may not relate to the job). |
| Convictions | If applicant has been convicted of any illegal activities. For some positions, a felony conviction disqualify the candidate. | Job related convictions (must be a nexus to the position). |
| Illness | Number of sick days. | Anything preventing working a particular schedule. |
| Drugs | If applicants takes medication. | May state policy on use of illegal drugs. |
| Gender | Any questions related to gender. | Only if there is a bona fide occupational qualification for job requiring person of a particular sex. |
| Physical Attributes | Questions about color of skin, hair, eyes. Never request a photograph. | Height and/or weight if bona fide occupational qualification. |
| Social Class | Questions about home ownership; means of transportation to work. | State a valid and current driver's license is required for the job. |
| Religion | Name of pastor, clergy, rabbi; religious holidays observed; church attendance. | None. |

| Subject | Don't Ask | Ask |
|--------------------------|---|--|
| Financial History | If ever filed for bankruptcy, had wages garnished, or been refused bonding; any questions about credit history unless it is a job involving large sums of money and the regional Ethics Officer asks the questions. | If able to obtain bond (if required for the job). |
| Previous Jobs | If ever filed suit or claim against former employer. | Previous work history; dates of employment; references; how previous work prepared applicant for this job. |
| Smoking | If applicant smokes. | May state office smoking policies and restrictions. |